



TOOLS & RESOURCES

Your Reasonable Adjustments Readiness Checklist



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WORKSHEET

Your Reasonable Adjustments Readiness Checklist

Whether you're new to requesting support or looking to improve your work environment, this checklist is designed to help you recognise your needs and prepare to ask for reasonable adjustments.



You might be eligible for Access to Work funding, or your employer may already have processes in place to support you. This tool is here to guide you through your options and give you a clear starting point - especially if you're not sure what to say or where to begin.

Just use the parts that apply to you, and remember: you don't need a formal diagnosis to request support.

Section 1: Common Workplace Barriers I Experience

This section helps you reflect on anything that might be getting in the way of doing your best at work. Tick anything that feels familiar:

- ☐ Difficulty focusing in open-plan spaces
- ☐ Fatigue or physical strain during the workday
- ☐ Trouble managing time or prioritising tasks
- ☐ Challenges communicating with colleagues or managers
- ☐ Finding certain software or systems difficult to use
- ☐ Sensory sensitivity (e.g., noise, lighting, environment)
- ☐ Feeling overwhelmed by frequent interruptions
- ☐ Difficulty remembering verbal instructions

Other challenges I experience at work:

Section 2: Adjustments I Might Benefit From

This section explores potential solutions. You can tick any adjustments you think might help - or simply use these as prompts to consider your options.

- ☐ Access to a quiet space or noise-cancelling headphones
- ☐ Flexible working hours or remote work options
- ☐ Ergonomic equipment (e.g., supportive chair, keyboard)
- ☐ Screen reader, dictation software or large font settings
- ☐ Written instructions instead of verbal ones
- ☐ Visual task lists or planning tools
- ☐ Extra time to complete complex tasks
- ☐ 1:1 coaching or mentoring for focus and organisation
- ☐ Time off for medical or therapy appointments

Other adjustments I'd like to explore:

Section 3: Have You...

You don't need to have done all of these - but they're common steps that can help you access the right support. Tick what you've already done (or plan to do):

- ☐ Spoken to your manager or HR?
- ☐ Looked into Access to Work funding?
- ☐ Had a workplace needs assessment?
- ☐ Received training on any assistive technology you use?
- ☐ Considered coaching or mentoring support?
- ☐ Asked for written confirmation of your adjustments?

Other actions I've taken or plan to take:

Section 4: Next Steps

If you're ready to move forward, here's how to get started. You don't need to do this alone - YorLinc is here to help.

Visit our Workplace Support page to explore our full range of services and start the process.

How YorLinc can help:

- Workplace Needs Assessments to identify tailored adjustments
- Expert guidance through Access to Work funding
- Training on assistive technology
- 1:1 coaching for neurodivergent employees
- Ongoing support to ensure adjustments are working

A Note from YorLinc

As a Disability Confident provider, YorLinc supports employees and employers in creating inclusive workplaces where everyone can thrive. We're here to help you access the tools, adjustments, and training you need to feel confident and capable at work.

You can refer yourself or ask your employer to get in touch with us directly.

Learn more at our www.yorlinc.com/workplace-services or get in touch at hello@yorlinc.com.